

Do I need a permit for exterior lasers, sky trackers or searchlights?

You will need to obtain a permit from Safety & Permits prior to the date of the display. For each municipal address, permits may be issued twice a year with a minimum 60-day interval between permits. Each permit allows these displays for a maximum of 7 consecutive days.

NOTE: All displays must be designed and maintained as to prevent beams of light from being directed at any portion of the traveled roadways or adjoining properties. No light shall be of such intensity or brilliance as to cause glare of to impair vision of pedestrians, motorists, aircraft pilots or passengers. All light displays must meet all Federal

How much will these permits cost?

- Special events held in conjunction with a non-profit organization, conducted on the property of that non-profit, the fee is **\$190**.
- For special events held ‘off-site’ or for commercial purposes, the fee is **\$190**.
- If Plan Review is required, add **\$60**.
- A Temporary Banner Permit is **\$100**.
- Exterior laser, sky tracker or searchlight permits are **\$25**.

Reviewing Stands:

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| • On private property in a Residential District: \$60 . | • On private property in a non-historic Commercial District: \$190 . |
| • On private property in a historic Commercial District: \$285 . | • On public property in the Central Business District: \$190 . |

Concession Stands:

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| • On private property in a non-historic district: \$ 190 . | • On private property in a historic district: \$ 285 . |
| • Non-Profit organizations, such as churches and schools: \$30 . | |

How long does it take to get my permit?

You should apply for your permits a minimum of three (3) weeks before you plan to open to the public, especially if plan review is needed. While some special event permits may be issued over the counter, some take longer to verify what is planned. You may also need some time to schedule an electrical or mechanical contractor if one is required, in order to complete all required inspections before opening to the public.

NOTE: After-Hours inspections may be requested by the mechanical or electrical contractor, but will cost **\$120** in addition to the permit application fee.

Are there any other restrictions or permits that I may need?

- Certain activities connected to special events may require additional permits, for example:
- If you’re planning a parade, a permit from the New Orleans Police Department is needed.
 - If you’re planning to close a street, the approval of the Department of Public Works is necessary.
 - You should obtain a copy of “New Orleans Special Events Information” from the Mayor’s Office of Special Events to help you understand other restrictions or permits that may be needed.

This brochure is intended to generally answer your questions on Special Event requirements. Other requirements may apply depending on the location and complexity of your project. For more information, please call the Department of Safety & Permits at **(504) 658-7100**.

City of New Orleans
Department of
Safety & Permits

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Contact Us:
City of New Orleans
Department of Safety & Permits
1300 Perdido Street
Room 7E07
New Orleans, Louisiana 70112
(504) 658-7100

Guidelines for:

Seasonal &
Special Event
Permits



CITY OF NEW ORLEANS
DEPARTMENT OF
SAFETY & PERMITS

What is a seasonal/special event?

Here are a few examples...

- Fairs
- Festivals
- Carnivals
- Circuses
- Road Shows
- Trade Shows
- Concerts
- Displays
- Exhibitions
- Mardi Gras
- Christmas Tree Lots

When do I need a special event permit?

Whenever you are planning on erecting reviewing stands, stages, concession stands, tents or banners a permit is needed.

- ✓ You will need a Building Permit and/or a Certificate of Occupancy from Safety & Permits.
- ✓ A Certificate of Occupancy is required **before** the event is open to the public and must be **posted** on the site. *Certificates of Occupancy are only issued when the building permit is approved and all required inspections have been made.*

NOTE: All seasonal/special event permits are temporary and are only valid for the duration of the event.

Where do I get my permit?

Applications for seasonal/special events are accepted in the Department of Safety & Permits, located in City Hall, Room 7E05. The business hours for Safety & Permits are: 8:30 a.m. to 4:00 p.m.
Monday through Friday.

NOTE: Those interested in Mardi Gras reviewing /concession stands should contact Safety and Permits in January to request an application packet with full instructions by mail or fax.
Call: (504) 658-7125

What information do I need when applying for a permit?

- Municipal address of the event site.
- Market value of materials & labor (Even if you’re doing the work yourself)
- Property owner’s name, address, and phone number.
- Architect/Engineer/Contractor name, address, and phone number
- Recorded Act of Sale (if property recently changed ownership).
- Detailed Description of the work to be done.
- Plot plan showing boundaries of the property and location and dimensions of the reviewing stand, stage, tent on the property with location and distance to the nearest fire hydrant.
- Check made payable to the City of New Orleans.

What additional information will I need to have?

For Reviewing Stands and Stages:

- A letter from the property owner authorizing use. (If the applicant is not the owner)
- Approval of the Department of Public Works if the stand is located on public property. (658-8000)
- Approval of the Department of Parks and Parkways if the stand is located on the neutral ground or other public green space. (658-3200)
- A statement, with a live seal from a Louisiana Registered Architect or Civil Engineer stating:
 - The structure is capable of withstanding a minimum 130 PSF live load.
 - The structure will provide a 42” high guardrail for public safety.
 - Stairs will have risers not more than 7” high and treads not less than 11” wide.
 - Stairs will have handrails not less than 34” high and not more than 38” high.
 - The width of landings will not be less than the width of the stairways/ramps they serve.

How do I get permission for a concession stand?

You must apply for an **Occupational License** with the Department of Finance, Bureau of Revenue (Room 1W09, City Hall) which must be completed by the Department of Safety & Permits.

Requirements:

- The site must be located in a commercial district (except for churches and other non-profits utilizing their own property).
- The concession stand for Mardi Gras must be located on a parade route or in the Vieux Carré, located on private property and situated as to not interfere with pedestrian movement on the sidewalk, and set back a minimum of 6’ from the property lines.
- A letter from the property owner authorizing use. (If the applicant is not the owner)
- Vieux Carré Commission approval must be obtained for locations within the Vieux Carré.

NOTE: If food is to be served, approval is required

What do I need if I want to use a tent?

- Obtain a permit if the tent exceeds 1,200 square feet in area or if the tent is within the Inner Fire Limits.

NOTE: A Certificate of Compliance must be issued by the Fire Prevention Bureau prior to applying for a building permit.

- Submit a statement indicating the intended use of the tent.
- Submit a signed statement from a Louisiana Registered Architect or Civil Engineer certifying that the tent installation is in compliance with NFPA 102, Chapter 8.
- If your tent is for public assembly, submit drawings for Plan Review, bearing the live seal of a Louisiana Registered Architect or Civil Engineer.

NOTE: Tents less than 1,000 square feet and not within the Inner Fire Limits do not need a permit, but must obtain a Certificate of Compliance from the Fire Prevention Bureau.

Will I need a Mechanical Permit?

- If any mechanical equipment is to be installed for the event, including amusement rides, air-conditioning, refrigeration or gas equipment in concession stands, or any lifting or moving equipment, a Mechanical Permit is needed.
- For amusement rides, the owner of the rides or a Licensed Mechanical Contractor may apply for the Mechanical Permit as soon as the Building Permit has been approved.
- Upon final installation of the equipment the owner or contractor should call to schedule an inspection. This **MUST** take place before the event is opened to the public.

Will I need an Electrical Permit?

An Electrical Permit is required for any electrical installations or wiring at the event site including, but not limited to, any lighting and power supply to the general area, any electric motors and/or lights pertaining to amusement rides, or any electrical installations relating to stages, stands, concession stands or tents.

NOTE: Only a Licensed Electrical Contractor may apply for this permit and request the inspections which **MUST** be completed before the event is opened to the public.

Will I need a permit for banners?

You will need to apply for a Temporary Banner Permit from Safety and Permits.

Please bring the following information:

- Municipal address where the banner will be displayed.
- Property owner’s name, address, and phone number.
- Exact text of the message of the banner.
- Approval of the Vieux Carré Commission or the Historic District Landmarks Commission if the property is under their jurisdiction.

NOTE: A location is allowed three (3) banners per year for a period not to exceed 30-days. Banners are not permitted to extend across public rights-of-way, such as streets or sidewalks.